

User's Manual

(GMS-Online ACR, SES Bulk Upload)

2015 Gwangju Summer Universiade
TIMS·Communications System
Development · Operation
Version 1.0


	<p align="center">USER MANUAL(GMS-Online ACR, SES)</p> <p align="center">2015 Gwangju Summer Universiade</p> <p align="center">TIMS-Communication System Development&Operation</p>		
Document #: GU-TIMS_E100_GMS_User Manual	Version #: 1.0	Written Date: 2015-05-01	

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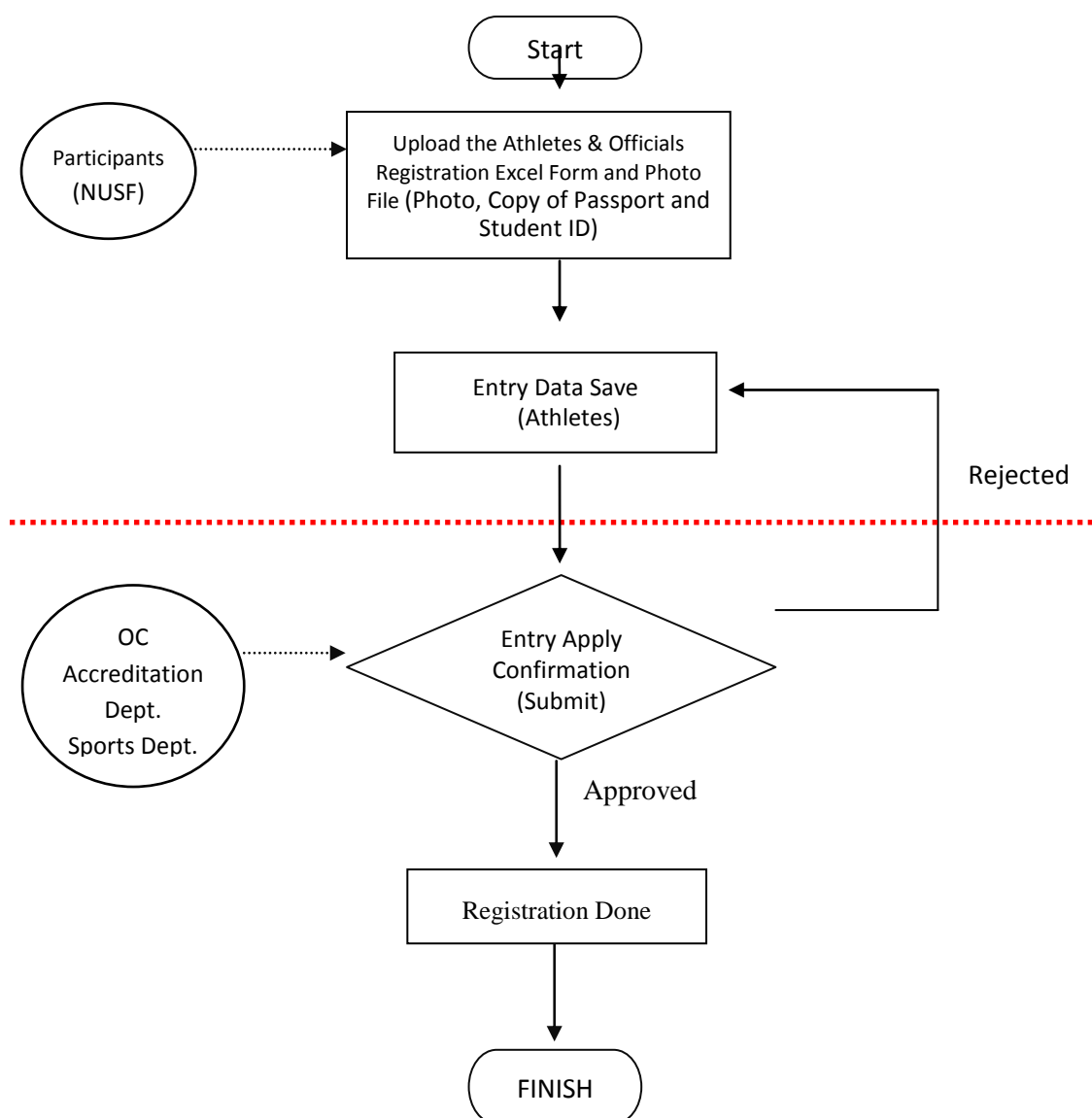
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1. Summary of the Document


This document is developed as an instruction manual to support all the participants at 2015 Gwangju Summer Universiade to complete their accreditation using on-line accreditation system more efficiently.

2. On-line Bulk Upload Registration flow and Procedure

2.1. Registration flow and contents

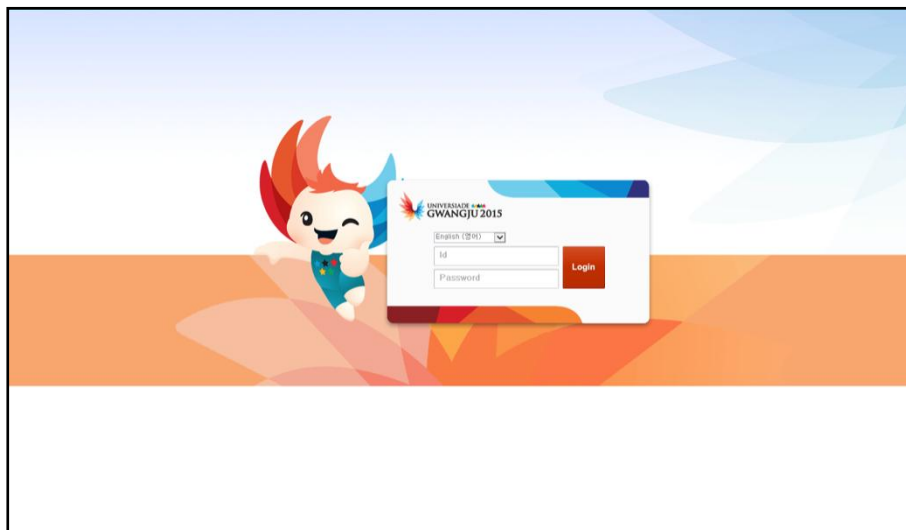


Classifications	Contents
Upload the Excel Forms and Photo Files (Saved)	<p>User(NUSF) fills registration data of athletes and officials in the Excel form provided by the Organizing Committee.</p> <p>Name of participant's photo file must be the same as file name automatically saved from Excel.</p> <p>Make photo file to Zip file for uploading.</p> <p>Upload Excel file and Zip file</p>
Entry Data (Saved)	<p>In case of athletes, complete SES Entry form by opening the athlete'</p> <p>In case of athletes, open each athlete's page and complete the SES Entry data individually.</p>
Request Submit (Submitted)	<p>After saving athletes and officials' data, user can request "submit".</p> <p>* Correction is not allowed after submission.</p>
Approve Registration	<p>In case of athletes, after checking the submitted I-form, the accreditation department will approve or reject it.</p> <p>Accreditation details will be verified by the accreditation department and sports entry details will be verified by the sports department. Final approval for the submission will be made in conjunction with both departments' approvals.</p> <p>If any one of the departments rejects the form, it will not be approved.</p> <p>* If I-form rejected, ACR status back to saved.</p> <p>After verifying the information, possible to resubmit.</p>
Complete Registration	<p>Approved data is to be transferred into accreditation database. Athletes' I-form data approved by both departments will be transferred into ACR and SES database.</p>

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2.2 Online Bulk Upload Registration procedure

2.1.1. Log on



➤ Please enter the online system at the following address:

– url : <https://acr.gwangju2015.kr/onlineacr>

➤ Type in the USER ID and PASSWORD at each box and log in.

※ **Web browser versions of IE 10 and Chrome are recommended. [Microsoft no longer supports IE version compatible with Windows XP. In case you are using a system with OS Windows XP, please use Chrome to avoid any problems.**

2.1.2. Excel Form Registration (Athletes)

. Each NUSF inputs their Athletes' information in the excel form provided only from GUOC. Please be aware that the excel format must not be edited. **Do not delete the sample data given in first Row.**

Cell	Fields	Description	Compulsory
A	No.	Number *Sample: Sample Row shows data entry format Please do not DELETE the sample Row.	N
D	Category	Category (Athlete : U) * Automatically displayed as U, so cannot be edited	Y
E	Function	Function * Automatically displayed as Student, so cannot be edited	Y
F	NUSF Country	NUSF Country Information	Y



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Cell	Fields	Description	Compulsory
		* Please choose from Drop-down box	
G	Family Name (English)	English Name (Last Name)	Y
H	Given Name (English)	English Name (Given Name)	Y
I	Preferred Family Name	Preferred English Name (Last Name)	N
J	Preferred Given Name	Preferred English Name (Given Name)	N
K	Date of Birth	Date of Birth (YYYYMMDD)	Y
L	Gender	Gender (Male and Female) * Please choose from Drop-down box	Y
M	Place of Birth (City Name)	Place of Birth	Y
N	Nationality	Nationality * * Please choose from Drop-down box	Y
O	Passport No.	Passport number	Y
P	Expire date of Passport	Passport Expiry date (YYYYMMDD)	Y
Q	Postal Code	Residential Postal Code	N
R	Address	Residential Address	N
S	City	Residential City	N
T	Country	Residential Country	N
U	E-mail	Current Email Address	Y
V	Height (cm)	Height	N
W	Weight (kg)	Weight	N
X	University Name	Name of University	Y
Y	University Name Abbr	Abbreviation of University Name	Y
Z	City of University	Location of University	Y
AA	Faculty	Faculty	Y
AB	Field of Study	Major	Y
AC	Year of Study	Grade	Y
AD	Graduation Date	Date of Graduation (YYYYMMDD)	N
AE	Sport1	Participating Sport 1 * Please choose from Drop-down box	Y
AF	Sport2	Participating Sport 2 * Please choose from Drop-down box	N
AG	Arrival to Korea Date	Arrival Date (YYYYMMDD)	N
AH	Arrival to Korea Time	Arrival Time *HH:MM Format recommended (ex: 12:15)	N
AI	Arrival to Korea Flight No.	Arrival Flight number	N
AJ	Arrival to Korea Arrival Airport	Arrival Airport information * Please choose from Drop-down box (Incheon, Gimpo, or Muan Airport)	N
AK	Departure From Korea Date	Departure Date (YYYYMMDD)	N
AL	Departure From Korea	Departure Time	N

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Cell	Fields	Description	Compulsory
	Time	*HH:MM Format recommended (ex: 12:15)	
AM	Departure From Korea Flight No.	Departure Flight Number	N
AN	Departure From Korea Departure Airport	Departure Airport Information * * Please choose from Drop-down box (Incheon, Gimpo, or Muan Aiport)	N
AO	Photo File Name	Photo file name * Automatically saved as 'Name-Date of Birth' Format and unchangeable * Name of participant's photo MUST same as automatically saved name file from Excel.	
AP	Passport File Name	Passport File Name * Automatically saved as 'Name-Date of Birth-P' Format and unchangeable. * Name of participant's passport copy file MUST same as automatically saved name file from Excel.	
AQ	Student Identification Card File Name	Student ID file Name ** Automatically saved as 'Name-Date of Birth-S' Format and unchangeable. * Name of participant's student ID file MUST same as automatically saved name file from Excel.	

2.1.3. Excel Form Registration (Officials)

NUSF staff enters the participating officials' information into the Excel provided by the OC. The excel file, provided by the OC, should not be altered including cell deletion, moving, etc. The sample data in the first line of the data entry should be left intact and not be deleted.

Cell	Fields	Description	compulsory
A	No.	Sequence *Sample: Sample Row shows how the data were entered. Sample Row should not be deleted.	N
D	Category	Participant's Category Information * If you choose Function, the category will be set automatically.	Y
E	Function	Participant's Function Information * Select using Drop-down box.	Y
F	NUSF Country	NUSF Country Information * Select country using Drop-down box.	Y
G	Family Name (English)	English Name (Family Name)	Y
H	Given Name (English)	English Name (Given Name)	Y

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Cell	Fields	Description	compulsory
I	Preferred Family Name	Preferred English Name (Family Name)	N
J	Preferred Given Name	Preferred English Name (Given Name)	N
K	Date of Birth	Date of Birth * Enter in YYYYMMDD format.	Y
L	Gender	Gender (Men, Women) * Select gender using Drop-down box.	Y
M	Place of Birth (City Name)	Place of Birth	Y
N	Nationality	Nationality * Select nationality using Drop-down box.	Y
O	Passport No.	Passport No.	Y
P	Expire date of Passport	Expiry Date of Passport * Enter in YYYYMMDD format.	Y
Q	Post Code	Residence Zip Code	N
R	Address	Residence Address	N
S	City	Residence City	N
T	Country	Residence Country	N
U	E-mail	Email Address	Y
AE	Sport1	Participating Event 1 * Select using Drop-down box Drop-down box.	Y
AG	Arrival to Korea Date	Date of Arrival to Korea * Enter in YYYYMMDD format.	N
AH	Arrival to Korea Time	Time of Arrival to Korea * Enter in HH:MM format (e.g.: 12:15).	N
AI	Arrival to Korea Flight No.	Flight No. of Arrival to Korea.	N
AJ	Arrival to Korea Arrival Airport	Arrival Airport to Korea * Select using Drop-down box. (Select from Incheon, Gimpo, or Muan Airport.)	N
AK	Departure From Korea Date	Departure Date from Korea * Enter in YYYYMMDD format.	N
AL	Departure From Korea Time	Departure Time from Korea * Enter in HH:MM format (e.g.: 12:15).	N
AM	Departure From Korea Flight No.	Flight No. of Departure from Korea	N
AN	Departure From Korea Departure Airport	Departure Airport from Korea * Select using Drop-down box. (Select from Incheon, Gimpo, or Muan Airport.)	N
AO	Photo File Name	Photo File Name * The file name, as in 'Name-DOB' format, will be generated automatically and cannot be altered. The photo file name of the participant must be identical to the file name that was generated automatically in	

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Cell	Fields	Description	compulsory
		Excel.	
AP	Passport File Name	Passport Copy File Name * The file name, as in 'Name-DOB-P' format, will be generated automatically and cannot be altered. The passport copy file name of the participant must be identical to the file name that was generated automatically in Excel.	

2.1.4. Photo File

Make the photo file name identical to the file name that was generated in Excel.

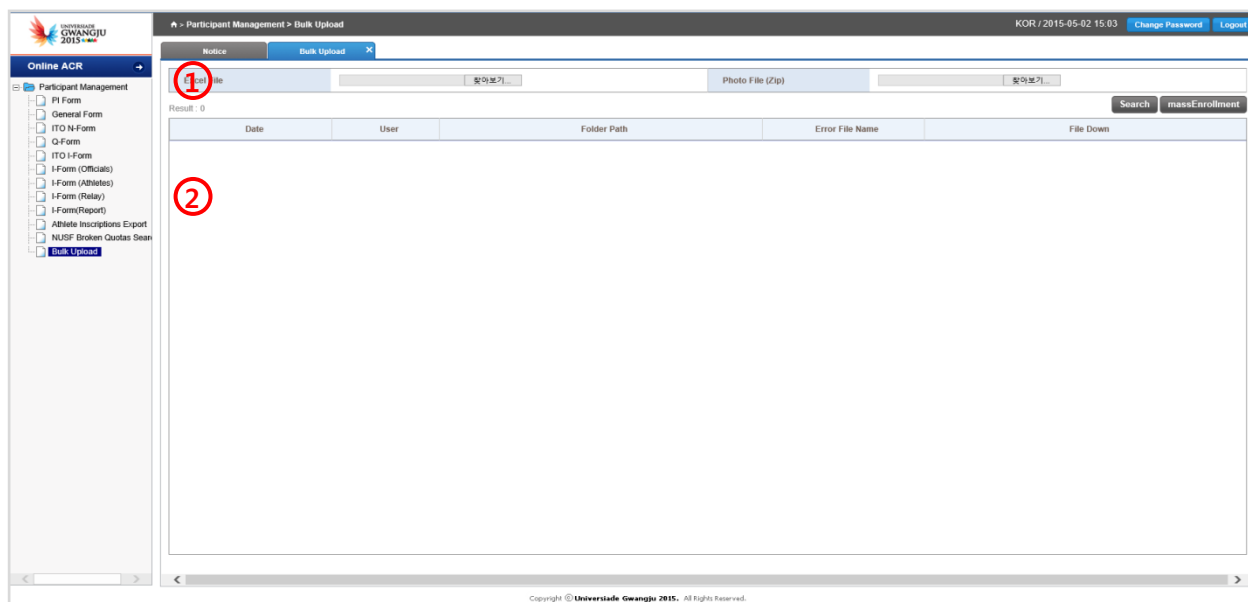
Combine the photo file, passport copy file, and student ID copy file in a zip file.

The size of a zip file that can be uploaded at one time is limited under 10 MB. Please note that it is possible to upload the zip file without the Excel file. You can also fill in all the data of your athletes in one Excel file and upload it separately to the system.

2.1.5. File Upload

The screen shows how to select and bulk upload files.

Path	Participant Management > Bulk Upload
------	--------------------------------------



1) File Selection

Select the excel file and the zip file. Excel file and zip file can be uploaded together, or individually.

But, if you want to upload picture files, it can be done only on existing data.



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Excel File

찾아보기...

Photo File (Zip)

찾아보기...

Category	Explanation	Required Field
Excel File	Select the Excel file you want to upload	
Photo File (zip)	Select the Zip File of photo, passport copy, and student ID	

2) List Inquiry


If there are any errors after uploading the file, you can download that information.

Other legitimate data will be uploaded, and only the error data will not be uploaded. You can download the file with errors by clicking the “Click here to find the errors” under the File Down category. When you make correction, you need to correct the errors in the Excel and re-upload the same file to the system. You need not fill out all the information again that has been already uploaded correctly, since the system imports only the changed data.

Date	User	Folder Path	Error File Name	File Down
2015-05-01 14:00:18.49	test	C:\gms\Upload\acr\BatchUpload\test_20150501140002622\	test_20150501140002622.txt	
2015-05-01 12:13:02.323	test	C:\gms\Upload\acr\BatchUpload\test_20150501121244620\	test_20150501121244620.txt	
2015-05-01 11:57:40.057	test	C:\gms\Upload\acr\BatchUpload\test_20150501115723591\	test_20150501115723591.txt	Click here to find the errors
2015-05-01 11:55:01.66	test	C:\gms\Upload\acr\BatchUpload\test_20150501115446215\	test_20150501115446215.txt	Click here to find the errors
2015-05-01 11:49:29.69	test	C:\gms\Upload\acr\BatchUpload\test_20150501114913045\	test_20150501114913045.txt	
2015-05-01 10:31:46.253	test	C:\gms\Upload\acr\BatchUpload\test_20150501103129277\	test_20150501103129277.txt	
2015-05-01 10:26:42.997	test	C:\gms\Upload\acr\BatchUpload\test_20150501102626394\	test_20150501102626394.txt	Click here to find the errors
2015-05-01 10:20:35.25	test	C:\gms\Upload\acr\BatchUpload\test_20150501102017004\	test_20150501102017004.txt	Click here to find the errors
2015-05-01 09:50:04.46	test	C:\gms\Upload\acr\BatchUpload\test_20150501094946050\	test_20150501094946050.txt	Click here to find the errors
2015-04-30 18:28:11.567	test	C:\gms\Upload\acr\BatchUpload\test_20150430182756114\	test_20150430182756114.txt	Click here to find the errors
2015-04-30 17:40:06.667	test	C:\gms\Upload\acr\BatchUpload\test_20150430173951747\	test_20150430173951747.txt	Click here to find the errors
2015-04-30 17:12:25.15	test	C:\gms\Upload\acr\BatchUpload\test_20150430171210057\	test_20150430171210057.txt	Click here to find the errors
2015-04-30 17:07:30.203	test	C:\gms\Upload\acr\BatchUpload\test_20150430170557737\	test_20150430170557737.txt	Click here to find the errors
2015-04-30 16:59:33.973	test	C:\gms\Upload\acr\BatchUpload\test_20150430165607244\	test_20150430165607244.txt	Click here to find the errors
2015-04-30 16:46:30.32	test	C:\gms\Upload\acr\BatchUpload\test_20150430164614676\	test_20150430164614676.txt	Click here to find the errors
2015-04-27 18:10:22.73	test	C:\gms\Upload\acr\BatchUpload\test_20150427181015190\	test_20150427181015190.txt	Click here to find the errors
2015-04-27 18:09:23.183	test	C:\gms\Upload\acr\BatchUpload\test_20150427180915763\	test_20150427180915763.txt	Click here to find the errors
2015-04-27 18:08:26.363	test	C:\gms\Upload\acr\BatchUpload\test_20150427180818089\	test_20150427180818089.txt	Click here to find the errors
2015-04-27 18:06:06.34	test	C:\gms\Upload\acr\BatchUpload\test_20150427180558086\	test_20150427180558086.txt	Click here to find the errors
2015-04-23 17:58:00.45	test	C:\gms\Upload\acr\BatchUpload\test_201504231757487\	test_201504231757487.txt	

1 2

Category	Explanation	Required Field
Date	Date and Time of the Upload	
User	User ID of the Upload	
Folder Path	Server Path Information of the Upload	
Error File Name	Name of the error file	
File Down	When there is an error, you can download that file by clicking “Click here to find the errors” button	

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3) Button Explanation



#	Button	Explanation	Linked Screen
1	Search	Search uploaded data	
2	massEnrollment	Upload selected data in bulk	

4) Error File

As you can see below, you can download the file with error by clicking “Click here to find errors.”

Excel File
찾아보기...
Photo File (Zip)
찾아보기...

Search
massEnrollment

Result : 37

Date	User	Folder Path	Error File Name	File Down
2015-05-01 14:00:16.49	test	C:\gms\Upload\Batch\Upload\test_20150501140002622\	test_20150501140002622.txt	
2015-05-01 12:13:02.323	test	C:\gms\Upload\Batch\Upload\test_20150501121244620\	test_20150501121244620.txt	
2015-05-01 11:57:40.957	test	C:\gms\Upload\Batch\Upload\test_20150501115723591\	test_20150501115723591.txt	Click here to find the errors
2015-05-01 11:55:01.66	test	C:\gms\Upload\Batch\Upload\test_20150501115446215\	test_20150501115446215.txt	Click here to find the errors
2015-05-01 11:49:29.69	test	C:\gms\Upload\Batch\Upload\test_20150501114913045\	test_20150501114913045.txt	
2015-05-01 10:31:48.253	test	C:\gms\Upload\Batch\Upload\test_20150501103129277\	test_20150501103129277.txt	
2015-05-01 10:26:42.997	test	C:\gms\Upload\Batch\Upload\test_20150501102626394\	test_20150501102626394.txt	Click here to find the errors
2015-05-01 10:20:35.25	test	C:\gms\Upload\Batch\Upload\test_20150501102017004\	test_20150501102017004.txt	Click here to find the errors
2015-05-01 09:50:04.46	test	C:\gms\Upload\Batch\Upload\test_20150501094946050\	test_20150501094946050.txt	Click here to find the errors
2015-04-30 18:28:11.567	test	C:\gms\Upload\Batch\Upload\test_20150430182756114\	test_20150430182756114.txt	Click here to find the errors
2015-04-30 17:40:06.667	test	C:\gms\Upload\Batch\Upload\test_20150430173951747\	test_20150430173951747.txt	Click here to find the errors
2015-04-30 17:12:25.15	test	C:\gms\Upload\Batch\Upload\test_20150430171210057\	test_20150430171210057.txt	Click here to find the errors
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2015-04-30 16:59:33.973	test	C:\gms\Upload\Batch\Upload\test_20150430165607244\	test_20150430165607244.txt	Click here to find the errors
2015-04-30 16:46:30.32	test	C:\gms\Upload\Batch\Upload\test_20150430164614676\	test_20150430164614676.txt	Click here to find the errors
2015-04-27 18:10:22.73	test	C:\gms\Upload\Batch\Upload\test_20150427181015190\	test_20150427181015190.txt	Click here to find the errors
2015-04-27 18:09:23.183	test	C:\gms\Upload\Batch\Upload\test_20150427180915763\	test_20150427180915763.txt	Click here to find the errors
2015-04-27 18:08:26.363	test	C:\gms\Upload\Batch\Upload\test_20150427180818089\	test_20150427180818089.txt	Click here to find the errors
2015-04-27 18:06:06.34	test	C:\gms\Upload\Batch\Upload\test_20150427180558086\	test_20150427180558086.txt	Click here to find the errors
2015-04-23 17:38:00.45	test	C:\gms\Upload\Batch\Upload\test_20150423173532407\	test_20150423173532407.txt	

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localhost\ test_20150501115723591.txt(101바이트)를 열거나 저장하시겠습니까? 열기(O) 저장(S) 취소(C)


You can see the details about the error when you open the file. If an error occurs, the data with the error will not be uploaded, but the other data correctly entered will be uploaded. In this case, you should correct the data in the Excel file and re-upload it to the system. It is also possible to correct the fields individually at each participant's page in the system.

For examples,

ex 1) No. 1 Data (Fail) DATA Save Failed : 22Cell DATA ERROR - HEIGHT

- No. 1 Data (Fail) : 1st row of data save failed
- 22Cell DATA ERROR – HEIGHT : error occurred at 22th cell data – height

ex 2) No. 6 Data (Fail) DATA Save Failed : This Participant is already registered.

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- No. 6 Data (Fail) : 6th row of data save failed
- This Participant is already registered. : data already exists

ex 3) No. 2 Data (Fail) DATA Save Failed : ARRIVAL DATE FORMAT ERROR

- No. 2 Data (Fail) : 2nd row of data save failed
- ARRIVAL DATE FORMAT ERROR : Excel date format error on Arrival Date column

ex 4) No. 3 Data (Fail) DATA Save Failed: Nationality is compulsory field but it is null

- No. 3 Data (Fail) : 3rd row of data save failed
- Nationality is compulsory field but it is null : Nationality is a mandatory field.

ex 5) Please Check picture size. : BULKTest1-19770101

- Error occurred due to improper size of the picture file name "BULKTest1-19770101."

Error	Description
This Participant is already registered	Already registered participant or existence of a data with same information(passport number, nationality)
Please Check picture size.	Check the picture size (100kb~512kb)
Already Registered Picture File	There is a same picture already
File type error (only xls, xlsx file allowed)	Only excel file extension that ends in xls, or xlsx is allowed
Column Name + 'Cell DATA ERROR'	Cell data error under Column Name
Column Name + 'compulsory field but it is null'	Data under Column Name is required but left blank.
Column Name + 'DATE FORMAT ERROR'	Cell's data format error under Column Name field. (Other than YYYYMMDD format, or not existing date such as '20150299')
Column Name + 'CODE ERROR'	Not existing code data under Column Name (Nationality, Event, etc)